Training 3-1 Reporting Hours of Instruction



Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs and Completing the Hours of Instruction report. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

Hours of Instruction Requirements

- Wisconsin Private School Requirement: s.118.165(1)(c), Wis. Stats. The program provides at least 875 hours of instruction each school year.
- Wis. Stat. §§ 118.60(2)(a)8 and 119.23(2)(a)8: Notwithstanding s.
 118.165 (1) (c) Wis. Stats., the private school annually provides at least
 1,050 hours of direct pupil instruction in grades 1 to 6 and at least
 1,137 hours of direct pupil instruction in grades 7 to 12.

Hours provided under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch periods.

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Choice schools are required to provide a minimum number of hours of instruction each school year. All private schools in Wisconsin are required to provide at least 875 hours each year. Choice schools have additional requirements.

Choice schools must provide at least 1,050 hours of direct pupil instruction to grades 1 to 6 each year.

Choice schools must provide at least 1,137 hours to grades 7 to 12 each year.

Hours include recess and time for pupils to transfer between classes, but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as requiring 180 days of school.

Report Due Date

- New Schools: Due by January 10 prior to first year of participation.
- Continuing Schools: Due annually by May 1 of the prior school year.

Revisions are allowed if there are unplanned changes to schedule.

If it is necessary to shorten the school term, a school must get prior written approval from the department.

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New schools must show the DPI, no later than January 10 of their first year, how they will meet this requirement.

Schools that are continuing in the Choice program must submit a report to the DPI by each May 1, showing how they will meet the requirement for the upcoming year.

We know schedules can change, so revisions to the report are allowed. If the school's schedule changed, submit a revised report to DPI no later than May 15th.

This is why you want to save your report in Excel format in the event it has to be revised at the end of the school year, by May 15th.

General Spreadsheet Instructions

- Use the Hours of Instruction Checklist to assist you in completing the report.
 (Note: Checklist does not need to be sent to the DPI.)
- Download the Excel document from the Choice <u>School Submitted Reports</u> webpage.
- 3) Save a copy of the file on your local system.
- 4) See the tabs at the bottom of the report to access all required sheets:

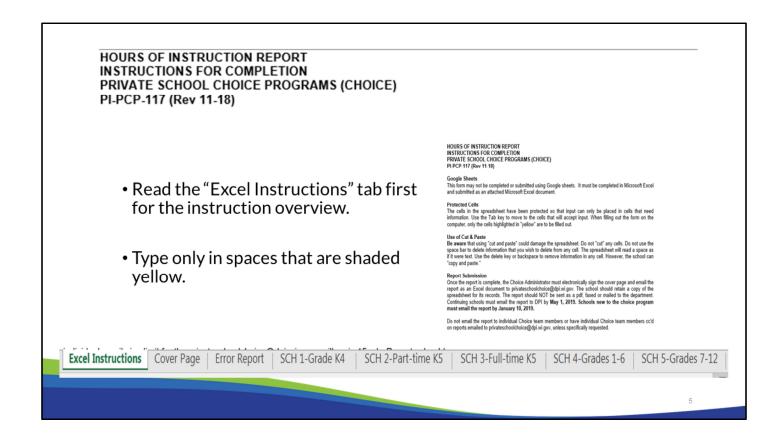


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The Hours of Instruction report and Checklist is posted to the DPI Private School Choice Programs web page under School Submitted Reports.

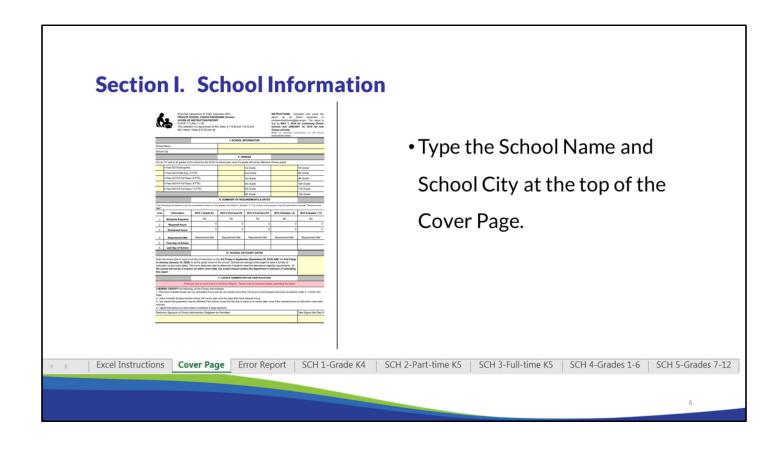
Save a copy of the Excel file on your local system with access for relevant staff. You will want to be able to revise the report later in the year if necessary.

There are tabs at the bottom of the report that will link you to the required pages of the report.



Read the "Excel Instructions" tab first for the instruction overview.

The instructions direct you to complete the Cover Page first. You are only able to enter information in the boxes that are shaded yellow.



Begin by typing the name of the school and the city at the top of the cover page in Section I.

Section II. GRADES



- Put an "X" next to all grades at the school, even if a grade will not be offered to choice pupils.
- The required hours will appear on the chart in Section III,
 Summary of Requirements.

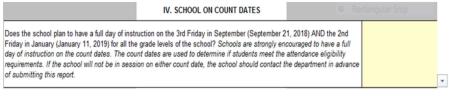
Type an "X" in Section II. Grades next to each grade offered at the school, even if a grade will not be offered to Choice pupils.

The required hours will appear on the chart in Section III., Summary of Requirements. After you have completed the entire report, **your** hours will transfer automatically to Section III. and it will confirm that the requirement is met.

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Section IV. School On Count Dates

- Choice schools are paid based on attendance on 2 "count dates." The count dates are used to determine if students meet the attendance eligibility requirements.
- Click on the yellow box. A drop-down arrow will present either a "Yes" or "No" response.
- Answer "Yes" or "No" whether you plan to have a full day of instruction on the count date.



Complete the answer in Section IV. School on Count Dates by clicking on the drop down arrow in the yellow box and clicking on "Yes" or "No."

If the school will not be in session on either count date, the school should contact the department in advance of submitting this report.

Section V. Choice Administrator Certification

- Type the Choice Administrator's name in the yellow box in Section
 V.
- The Choice Administrator's electronic signature certifies that the hours included do not include more than 140 hours of work based instruction as define under s.118.56, Wis. Stats.

In Section V. of the cover sheet, type the Choice Administrator's name in the yellow box.

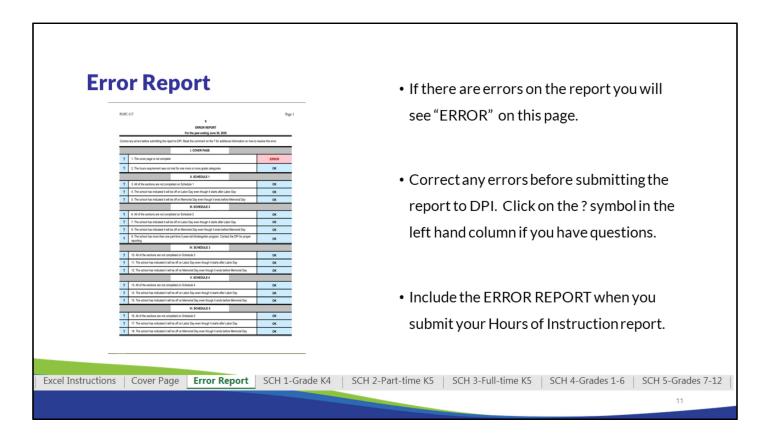
If your high school has created a Work Based Program that meets the requirement of Wisconsin Statute 118.56, no more than 140 hours of work based instruction may be counted as Hours of Instruction to meet the choice school requirement.

Section V. Choice Administrator Certification

- Your signature certifies that you are aware that payments may be withheld if the school year ends earlier than scheduled.
- See Wisconsin Administrative Code PI 35.19(4) and PI 48.19(4):
- ".....The department may not make a May payment to a school that has ceased instruction prior to the end of its scheduled school term unless the school obtained prior written approval from the department to end the school term early."

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Even if you have satisfied the Hours of Instruction requirement, the school may not end the school term early unless it has received prior written approval from the DPI.



If there are errors on the report, you will see "ERROR" on this page.

Correct any errors before submitting the report to the DPI. Click on the ? symbol in the left hand column if you have questions.

Include the ERROR REPORT when you submit your Hours of Instruction report.

Grade Level Tab Completion

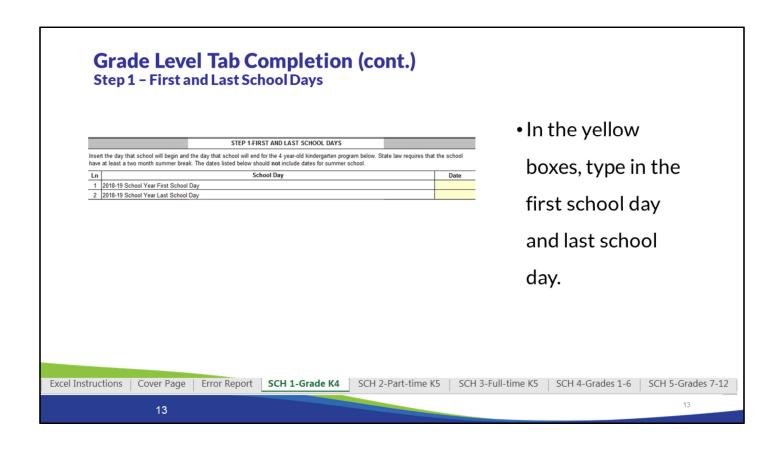
- Next, complete the schedules for each grade category offered by the school:
 - SCH 1- Grade K4
 - SCH 2- Part-Time K5
 - SCH 3-Full-Time K5
 - SCH 4-Grades 1-6
 - SCH 5-Grades 7-12



Next, complete the schedules for each grade category offered by the school.

Each grade category that was marked on the cover sheet must have a schedule completed.

Again, you will type in the spaces that are shaded yellow only.



In the yellow boxes, type in the first and last date of school.

Grade Level Tab Completion (cont.) Step 2-Weekly Schedule

• Insert the number of hours and minutes of instruction for each day of the week for these grades. Hours include recess and time for pupils to transfer between classes but do not include lunch periods.

10				STEP 2	WEEKLY SCHEDULE				
	Insert the number of hours and minutes of instruction for each day of the week for the 4 year-old kindergarten program. Hours include recess and time for								
11	pupil	s to transfer between classes but o	do not include lund	ch periods.					
12	Ln	Day of Week	Hours	Minutes					
13	3	Sunday							
14	4	Monday							
15	5	Tuesday							
16	6	Wednesday							
17	7	Thursday							
18	8	Friday							
19	9	Saturday							
20	10	Total Weekly Hours	0	0					

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Next, in Step 2, type in the number of hours and minutes of instruction for each day of the week for these grades.

Type only in the yellow spaces.

Hours include recess and time for pupils to transfer between classes, but do not include lunch periods.

Grade Level Tab Completion (cont.) Step 3 - Typical Days Off

The following are typical days that school is not in session. Indicate "Yes" if there will be vacation or holiday for those day(s). Insert "No" if school will not be in session or if school will not have started or will have already ended. The number of days off are automatically included for Labor Day, Martin Luther King Jr Day, and Memorial Day if the school identifies it is off for those days. For any remaining vacation/holidays that the school will have off, complete the **full days off** and **partial days off** columns with the number of full or partial days the school will have off and the total number of hours and minutes it will have off.

cho he s	ol will not have started or will have chool identifies it is off for those d	siready ended sys. For any ren	STEP 3-TY: sion. Indicate "Yes" if there will be v The number of days off are autom aiming vacation/holdsys below the we off and the total number of hour	eticelly include the school w	iday for those ed for Labor D (iii have off, co	bey, Mertin Lut omplete the ful	ther King Jr D	wy, and Mem	orisi Dwy if
			_		Full Days Of	•	P	artial Days 0	eff.
Ln	Vacation/Holiday Type	Will the School Have Off?	Date(s) School Will Not Be in Session or Will Have a Partial Day	Number of Full Days Off	Total Hours	Total Minutes Off	Number of Partial Days Off	Total Hours	Total Minutes Off
11	Labor Day	Yes	9/7/20	1	6	45			
2	Thenksgiving Break	Yes	11/26/2020 - 11/27/2020	2	13	30	-	0	0
3	Winter Break	Yes	12/23/2020 - 01/03/2020	10	64	30	-	0	0
4	Mertin Luther King Jr Day	Yes	1/18/21	1	6	45			
5	Spring Break	Yes	03/25/2021 - 04/02/2021	6	40	30	1	3	15
8	Memorial Day	Yes	5/31/21	1	6	45			
r	Teacher Conferences	Yes	10/22/2020 - 10/23/2020	2	13	30	-	0	0
	Total Time Off in Step 3			23	148	255	- 1	- 4	16

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In Step 3-Typical Days Off we have listed typical days that some schools are not in session.

For each line indicate "YES" if there will be a vacation or holiday for those days.

Type a response in the yellow blanks. First of all, Will the School Have Off? Use the drop down arrow to indicate "Yes" or "No." If the response is "Yes" make sure the next section is completed with the exact number of full and partial days the school will not be in session for that particular break. Then list the total number of hours and minutes that you will not be in session for each holiday.

Grade Level Tab Completion (cont.)

Step 4 - Partial/Early Release Days

Include any early release days or partial days in Step 4 that are not already included in Step 2 or 3. If the school has an early release every week, the early release should be included in Step 2 rather than in this Step. For example, if the school has 8 hours of instruction Monday through Thursday and 4 hours of instruction on Friday, 4 hours should be inserted on Line 8 and each Friday should not be identified as an early release day in this Step.

If needed, you may list several dates on a single line.

indu	ded in Step 2 rather than in this Ste	days below that are not already included in Step 2 or 3. If the school has an early release p. For example, if the school has 8 hours of instruction Mondely through Thursday and 4 hi riday should not be identified as an early release day in this Step.			
19	Will the school have early release	thool have early release days not already incorporated in the weekly schedule in Step 2 or partial days not identified in Step 3?			
Ln	Early Release/Partial Days	Date(s) School Will Have a Partial or Early Release Day Do not include early release that is in the standard schedule in Step 2 or days off identified in Step 3	Number of Days	Total Hours	Total Minutes O
20	Early Release/Partial Days	09/23/2020, 11/05/2020, 02/18/2020	3	9	4

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In Step 4, list any partial days that are not already listed in Step 3.

You may list several dates on a single line if necessary. Do not include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week.

Grade Level Tab Completion (cont.)

Step 5 - Other Full Days Off

For Step 5, list any additional full days off, between the beginning and ending of school dates, that are not already listed in Step 3.

	STEP S-OTHER PULL DATS OFF						
Let any vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day will be reduced. DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.							
Ln	Date(s) School Will Not Be in Session Not Aiready Identified in Step 3	Number of Days Off	Total Hours	Total Minutes Off			
21	02/15/2021	1	6	45			
22	05/27/2021, 05/28/2021	2	13	30			
23							
24							
23 24 25							
28	Total Time Off in Step 5	3	19	75			

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In Step 5, list any full vacation days between the beginning and ending date on Lines 1 and 2 that are not already in Step 3. For each line, indicate the hours and minutes that the school day(s) will be reduced. DO NOT include the dates school will not be in session before the beginning date or after the end date, even if the first week or last week of school is not a full week. The hours for these dates are automatically included in the calculation.

Grade Level Tab Completion (cont.) Step 6 - Instructional Hours

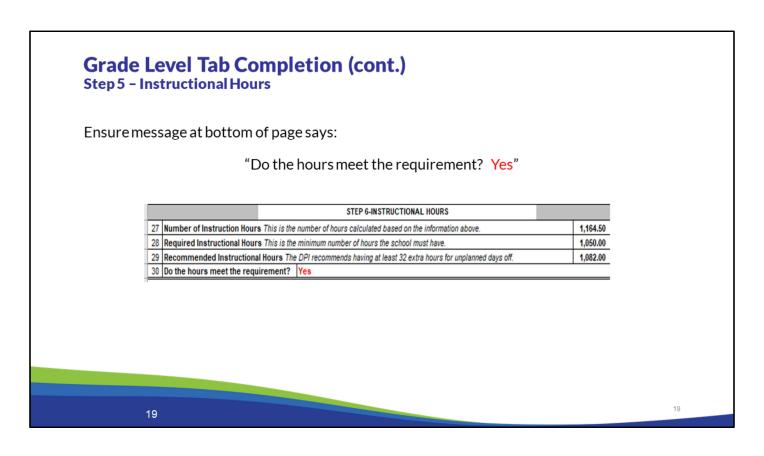
STEP 6 will summarize the hours of instruction provided and the number of hours required.

	STEP 6-INSTRUCTIONAL HOURS	
27	Number of Instruction Hours This is the number of hours calculated based on the information above.	-
28	Required Instructional Hours This is the minimum number of hours the school must have.	-
29	Recommended Instructional Hours The DPI recommends having at least 32 extra hours for unplanned days off.	-
30	Do the hours meet the requirement? Yes	

At the bottom of the page, STEP 6 will summarize the hours of instruction provided and the number of hours required.

We recommend that schools add extra hours to their total hours to account for unplanned days off, such as snow days.

The bottom line will indicate whether the requirement is met or not.



The spreadsheet will calculate whether your school will meet the required hours or not.

Complete the sheet for each grade offered by the school.

Make sure each page has a "Yes" at the bottom of the page.

Report Submission

- After all pages have been completed and show no error messages,
 save your data on the schools computer/server.
- The Choice Administrator must sign and date the cover sheet, and submit all pages to the DPI by the due date. The report must be emailed to privateschoolchoice@dpi.wi.gov from the Choice Administrator's email. See the Excel Instruction tab on report for additional information.

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Save this report on your computer for future revisions.

After all pages of the report are completed, the Choice Administrator must electronically sign and email the excel report to privateschoolchoice@dpi.wi.gov.

How to Report Changes

- Submit a revised report to the DPI by May 15th of the current school year with *any* changes.
- A School is required to receive prior written approval from DPI prior to shortening the school term.
- Choice Administrators must send the Hours of Instruction report updates from their email to Private School Choice at: privateschoolchoice@dpi.wi.gov.

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It is possible that your school calendar will change, for instance if there are snow days.

Report any changes to DPI by sending in a signed, revised report by May 15th of the school year. Provide the report by email.

If no changes were made, it is not necessary to file a revised report by May 15th.

If it is necessary to shorten the school term, schools must get prior written approval from the department. Request this approval when submitting a revised Hours of Instruction report by May 15th.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3



If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.